

Kansas City Composite Squadron Position Policies

SUPPLY OFFICER (LGS) (P206)

SENIOR MEMBER POSITION DESCRIPTIONS

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

DUTIES

Reports to the Logistics Officer

Responsible for all matters pertaining to supply

They shall:

- Advise the Logistics Officer on status of supply items and follow squadron logistics policies
- Advise Logistics Officer of budget requirements of supply
- Ensure proper accountability for CAP property
- Be responsible for receipt, issue, storage and proper disposal of all CAP property
- Be responsible for effecting distribution and recovery of property
- Recommend to the Logistics Officer the allocation or reallocation of property within the unit
- The supply officer should be familiar with CAPP 206 and CAP directives in the 67 and 87 series
- Progress skill set towards the Master level
- Review and comply with all relevant National, Wing and Squadron Policies

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- Ensure compliance and submit a completed self SUI by 1st of September annually to the Squadron Commander
- Record items in ORMS or in a Supply Database
 - Purpose and Intent – Items purchased by KCCS or donated specifically to KCCS need to be tagged. The exceptions to this rule are uniforms. Uniforms available in stock can be recorded in ORMS for tracking purposes only. If recorded, exchanges in uniforms must also be recorded as returned and re-issued. The reason exchanges need to be recorded is items listed over three years roll off the ORMS database, as well as members who do not renew. Preference would be to track these items in a separate database
 - The Supply officer may enter items non-expendable items into ORMS, but the Squadron Commander will verify and submit entries listed
- Follow squadron procedures for issuance of uniforms:
 - New cadet will submit receipt from the Personnel Officer to the Supply Officer, who will document all ordered/delivered items on a form stating BASIC UNIFORM, for issuance of the following only after cadet has been issued a CAPID
 - Blues – 1 of each item only – All items to be logged into the ORMS on-line system
 - Cover
 - Blouse
 - Slacks and/or skirt
 - Blue Belt & Buckle
 - Cadet Hat Device
 - Gray Nameplate
 - Set (2) of Silver CAP Cutouts
 - BDU's – 1 of each item only
 - Squadron Patch – Logged into ORMS
 - Reverse Flag – Logged into ORMS
 - Set (2) of CAP cloth patches – Logged into ORMS
 - Set of (2) Cloth Nametags – Noted in Supply database
 - Squadron T-Shirt – Noted in Supply database
 - BDU Blouse – Noted in Supply database
 - BDU Slacks – Noted in Supply database
 - BDU Belt/Buckle – Noted in Supply database
 - Optional Items only if available
 - Dress shoes – Noted in Supply database
 - Boots – Noted in Supply database
 - BDU Cover – Noted in Supply database
 - BDU Jacket – Noted in Supply database

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- Cadets who attain the rank of Cadet 2nd Lt. are encouraged to be in full Class “A” uniform, and are no longer eligible for Color Guard. Cadets may also be placed on Honor Guard or Alternate to the Honor Guard. The Supply Officer will not issue these items to a Cadet NCO and will document all ordered/delivered items on a form stating OFFICER UNIFORM, for issuance of 1 each of the following items:
 - Blue Jacket - logged into the ORMS on-line system
 - Tie - if available or Cadet must purchase – if available, logged into the ORMS on-line system
 - Shoulder Boards - Cadet must purchase
 - Silver Nameplate – Cadet must purchase
 - Saucer Cover - Cadet must purchase if on the Honor Guard
 - Cadet Saucer Hat Device - Cadet must purchase if on the Honor Guard
- Additional sets of ribbons and ribbon rack can be purchased from the Testing Officer via Check, made out to KCCS, additional grades, specialty rating items, ribbon holders, etc., from the Testing Officer, at cost, rounded up to nearest dollar. The Testing Officer will issue an invoice along with payment and an invoice copy to the Finance Officer. The Testing Officer will advise the Supply Officer of paid-for items that need to be ordered
- Cadets and Seniors may exchange items like for like if returned item is usable and the item is available. Additional documentation in ORMS or the Supply database will be needed
- Cadet metal and cloth grades will be issued without charge by the Testing Officer to the DCC or CC for promotion after the cadet had presented his/her Cadet Promotion Agreement. Metal grades of the previous rank must be returned to the Testing Officer after the promotion ceremony within two weeks or member will be charged
- Senior Uniform Procedures for Seniors who have paid an application fee of \$60.
 - The Optional Receipt for a Senior Member desiring a uniform submits the receipt from the Personnel Officer to the Supply Officer, who will document all ordered/delivered items on a form stating SENIOR UNIFORM, for issuance of the following only after Senior Member has been issued a CAPID:
 - Blues – 1 of each item only – items normally purchased by KCCS (ex. cloth grade and cloth nametags) to be logged into the ORMS on-line system – Items not purchased by KCCS to be noted in the Supply database
 - Cover – **only if available** – Noted in Supply database
 - Blouse – **only if available** – Noted in Supply database
 - Slacks and/or skirt – **only if available** – Noted in Supply database
 - Blue Belt & Buckle – **only if available** – Noted in Supply database
 - Senior Hat Device – **only if available** – Noted in Supply database
 - Gray Nameplate – Noted in Supply database
 - Set (2) of Silver CAP Cutouts – Logged into ORMS

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- BDU's – 1 of each item **only if available**
 - Squadron Patch – Logged into ORMS
 - Reverse Flag – Logged into ORMS
 - Set (2) of CAP cloth patches – Noted in Supply database
 - Set of (2) Cloth Nametags & CAP Tape – Noted in Supply database
 - Squadron T-Shirt – Noted in Supply database
 - BDU Blouse – Noted in Supply database
 - BDU Slacks – Noted in Supply database
 - BDU Belt/Buckle – Noted in Supply database
 - Optional Items **only if available**
 - Dress shoes – Noted in Supply database
 - Boots – Noted in Supply database
 - BDU Cover – Noted in Supply database
 - BDU Jacket – Noted in Supply database
 - Blue Jacket **only if available** - Noted in Supply database
 - Tie - **only if available** or must purchase– Noted in Supply database
 - Shoulder Grades or Metal Grades - Officer must purchase
 - Silver & Gray Nameplates – Officer must purchase
 - Optional Saucer Cover - Officer must purchase if desired
 - Optional Officer Saucer Hat Device - Officer must purchase if desired
 - Seniors may purchase via CHECK, made out to KCCS, **additional** grades, specialty rating items, ribbon holders, etc., with an accompanying CAPF-2A prepared by the Personnel Officer for all items except Ribbon Holders, from the Testing Officer at cost rounded up to nearest dollar. The Testing Officer will issue an invoice along with payment and an invoice copy to the Finance Officer. The Testing Officer will advise the Supply Officer of items that need to be ordered
- Second sets of any uniform pieces **may not be issued without payment** via check payable to KCCS, using the schedule posted in Squadron Policy for fees
 - Complete audit and inventory to be completed annually by 6 April and 6 October for the previous 6 months and report given to the Unit Commander
 - Supply Officer will order Blues from National HQ on as needed basis
 - All purchases by the Supply Officer must be approved by the Logistics Officer, the Finance Committee and the Unit Commander prior to placement of order
 - PSG for KCCS reserves the right to audit all supply records and take inventory all uniform issuances to ensure proper distribution of items.
 - Assistant Supply Officers must comply with all above requirements